

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

March 4, 2003

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FROM: EMIL A. MARZULLO, Director
Special Districts Department

**SUBJECT: AGREEMENTS FOR ON-CALL GEOTECHNICAL, GEOLOGY AND
CONSTRUCTION INSPECTION SERVICES - COUNTY WIDE**

RECOMMENDATION: Acting as the governing body for all Board Governed Special Districts, County Service Areas, and Improvement Zones, approve the following five agreements for consulting and professional geotechnical, geological and construction inspection services from February 25, 2003 through June 30, 2006:

Contract No. 03-_____	CHJ Inc., Colton CA.	Not to Exceed	\$150,000/yr
Contract No. 03-_____	Converse Consultants, Redlands CA.	Not to Exceed	\$150,000/yr
Contract No. 03-_____	ENA Engineering, Apple Valley CA.	Not to Exceed	\$150,000/yr
Contract No. 03-_____	LOR Geotechnical, Riverside CA.	Not to Exceed	\$150,000/yr
Contract No. 03-_____	Leighton Associates, Ontario, CA	Not to Exceed	\$150,000/yr

BACKGROUND INFORMATION: The Board Governed Special Districts, all County Service Areas, and Improvement Zones require at times, on-call professional geotechnical, geological and construction inspection services to perform a wide range of duties for water, wastewater, park and recreation, fire, road district and any other capital improvement projects as overseen by the Department. These services may include: soil and other construction material analysis, testing and reporting; geologist reviews and reporting at proposed construction sites; ground penetrating radar surveys; ground percolation testing, analysis and reporting for septic systems; preparation of preliminary engineering site analysis to include seismic, geological, and foundation soil reports; perform limited on-call construction inspection duties; and perform similar duties as tasked and assigned. The current District Consultant contracts expired on October 30, 2002 and these recommended contracts will replace those expired. The Districts anticipated capital improvement workload as scheduled for the next several fiscal years dictate the necessity and quantity of the consultants needed.

On October 29, 2002, the Board of Supervisors approved issuance of a Request for Proposal (RFP) to solicit proposals from qualified consulting firms. On November 5, 2002 a mandatory pre-proposal conference was held with 21 firms attending. Fourteen proposals were received on November 14, 2002. A selection committee of District, Special Districts and County Purchasing Department staff evaluated and graded the proposals. This evaluation process ranked the proposals based on range and types of services offered, office location, experience, cost for services and capabilities of meeting a wide range of potential service requests simultaneously. Based on those criteria, the firms with the top five proposals were selected as being the best qualified to render the services to the Districts for the next three years. Jobs will be assigned to the five (5) firms on a rotating basis in a manner that equalizes the workload and utilizes the best

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qualified consultant for the specific task required.

Proposals were reviewed and determined to be reasonable and staff recommends approval of the agreements. In accordance with these agreements, work will be performed at the request of each individual District by way of an authorized work order. Districts will pay for services on an invoiced time and material basis per the approved fee schedules and will monitor all work orders for compliance to the agreed upon scope of services. Costs of these services will be paid for by the individual districts capital improvement or operating accounts depending on the scope of service required and requested.

Approval of this recommendation will authorize retention of five consultants to assist as needed on projects that have the need for geotechnical, geological and construction inspection services.

REVIEW BY OTHERS: This action has been reviewed by County Counsel (Jean-René Basle) on February 6, 2003 and by the County Administrative Office (Wayne Thies, Administrative Analyst) on February 24, 2003.

FINANCIAL IMPACT: Costs for the five (5) contracts will not exceed \$150,000 per fiscal year per consultant, for a total combined aggregate amount of \$750,000 per fiscal year or \$2,250,000 for the three (3) year term. All costs will be itemized and billed to the Districts utilizing these services on a time and material basis and approved by authorized district staff. Funds from the individual district capital improvement and operations accounts are budgeted and will be available in fiscal years 2002/2003, 2003/2004, and 2004/2005.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: EMIL A. MARZULLO 387-5950